

Plan of Written Examination

Final Plan of Written Examination

All the aspirants are informed as under with respect to the written test to be conducted for the recruitment of **LIBRARY ASSISTANT, ASSISTANT LIBRARIAN, LIBRARIAN** (Advt No. 04 of 2023):-

1. The Exam will be conducted in MCQ (Multiple Choice Questions) format. OMR sheets will be used for answering the questions.
2. The Exam would be of 2 hours 30 minutes duration.
3. The Exam will consist of two parts (Part A, Part B and Part C) as follows:-

(a) **Part A:-** Qualifying test of Punjabi Language equivalent to Matriculation standard as per Notification No. G.S.R.72 / Const. / Art.309/Amd.(22)/2022, dated:28.10.2022.

Part	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
A	Punjabi (Qualifying Nature) (Annexure-1)	50	50	MCQs (Multiple Choice Questions)

Note:- (i) There will be no negative marking in Part-A.

(ii) Part 'B' and Part 'C' combined will be evaluated only if a candidate scores minimum 50% marks (i.e 25 marks) in Part 'A'.

Part	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
B	Questions from General Knowledge and Current Affairs, Punjab History and Culture, Logical Reasoning and Mental ability, Punjabi, English, ICT, (Annexure-2)	40	40	MCQs (Multiple Choice Questions)
C	Questions from the Subject (Annexure-3)	60	60	MCQs (Multiple Choice Questions)
Total		100	100	

4. **There will be negative marking. Each question carries 1 mark. For every wrong answer, 1/4th mark i.e. 0.25 mark would be deducted. The question(s) not attempted will receive no credit or discredit.**
5. **Tentative syllabus for the written examination for the recruitment of LIBRARY ASSISTANT, ASSISTANT LIBRARIAN, LIBRARIAN (Advt No. 04 of 2023) is annexed at Annexure-1 and Annexure-2 and Annexure-3**

Annexure-1 (Punjabi Syllabus)

Part-A (Punjabi Qualifying Exam)

1. ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ:-
ਸ੍ਰੀ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਰਾਮਦਾਸ ਜੀ,
ਸ੍ਰੀ ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ।
2. ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ।
3. ਮੁਹਾਵਰੇ।
4. ਅਖਾਣ।
5. ਸਬਦ ਦੇ ਭੇਦ।
6. ਅਗੇਤਰ/ਪਿਛੇਤਰ।
7. ਵਚਨ ਬਦਲੇ ਤੇ ਲਿੰਗ ਬਦਲੇ।
8. ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ।
9. ਸ਼ਬਦਾਂ / ਵਾਕਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖੋ।
10. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸੁੱਧ ਰੂਪ।
11. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸੁੱਧ ਪੰਜਾਬੀ ਰੂਪ।
12. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
13. ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
14. ਪੰਜਾਬ ਦੇ ਸਭਿਆਚਾਰ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।

Annexure-2

Part A - General Knowledge, Punjab History and Culture, Logical Reasoning Mental Ability, Punjabi, English and ICT.

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1.	<p>General Knowledge and Current affairs of National and International importance including:</p> <p>(i) Polity issues, (ii) Environment issues, (iii) Current Affairs, (iv) Science and Technology, (v) Economic issues, (vi) History of India with special reference to Indian freedom struggle movement. (vii) Sports, (viii) Cinema and Literature. (ix) Geography</p>	10
2.	<p>Punjab History and Culture:- Physical features of Punjab and its ancient history. Social, religious and economic life in Punjab. Development of Language & literature and Arts in Punjab, Social and culture of Punjab during Afgan/Mughal Rule, Bhakti Movement, Sufism, Teachings/History of Sikh Gurus and Saints in Punjab. Adi Granth, Sikh Rulers, Freedom movements of Punjab.</p>	5
3.	<p>Logical Reasoning & Mental Ability:</p> <p>(i) Logical reasoning, analytical and mental ability. (05 Marks) (ii) Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation. (03 Marks) (iii) Data analysis, Graphic presentation charts, tables, spreadsheets. (02 Marks)</p>	10
4.	<p>ਪੰਜਾਬੀ:- ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।</p>	5
5.	<p>English:- Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, Fill in the Blanks, Correction in Sentences, Idioms and their meanings, Spell Checks, Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, etc.</p>	5
6.	<p>ICT:- Basics of computers, Network & Internet, Use of office productivity tools Word, Excel, Spreadsheet & PowerPoint.</p>	5
	Maximum Marks	40

Annexure-3

Subject Syllabus (Library Assistant, Assistant Librarian, Librarian)

Number of Questions 60

Maximum Marks 60

Part C

- a) Libraries: Organisation, purpose and functions of Libraries; National and international Library Associations: ILA, ALA, CILIP IASLIC, RRRLF, UNESCO, IFLA. Laws of Library Science, Different types of Libraries ; Library Movement in India after 1947; Library Co- operation, Library Consortium.
- b) Different sections of the Library and their functions: Acquisition, Periodical, Technical, Reference, Circulation and Maintenance; Library Rules. Elementary knowledge of computer application in libraries.
- c) Reference Service - Definition, need and purpose of Reference Service; Initiation of fresh reader; Kinds of Reference Service; CAS and SDI. Documentary and Non-Documentary sources of information including electronic. Reference and Information Sources: Definition, kinds and uses; evaluation of reference sources. Documentation and information centres and, Information system and networks with special reference to India: DELNET, INFLIBNET, NISCAIR, DESIDOC, NASSDOC.
- d) Bibliography Definition, need and purpose of bibliography; kinds of bibliographies; National Bibliography (I. N. B./ B. N. B.); Subject Bibliography; Trade Bibliography.
- e) Classification: Definition, need, purpose: Fundamental categories and Facet analysis: Notation; Call Number; Book number and Collection number; Schemes of Library Classification: Introduction to Dewey Decimal Classification and Colon Classification. Electronic classification: Web Dewey.
- f) Library Catalogue: Definition, need, purpose and functions; Physical forms of catalogues, Types of Catalogues; Kinds of entries and their functions; Parts of entries; Subject headings and chain procedure; filing of entries, Current trends: MARC, ISBD, CCF, RDA.
- g) School Library System: Definition, need and objectives, components, Information sources in school libraries, Initiatives for School Libraries in India, Role of Professional Associations in development of school libraries, International Association of School Librarianship (IASL), IFLA School Libraries Section.
- h) Library and its users: Role of libraries in digital context; categories of users and their information needs; information seeking behavior user studies; Research tools.
- i) Information and Communication Technology in Library & Computers - Basics of Computers, Network & Internet, Use of office productivity tools like Word, Spreadsheet & Powerpoint, Library software: KOHA, SOUL, LIBSYS, Barcode and RFID, E-Publishing.